



ERIE COUNTY
DEPARTMENT OF PUBLIC WORKS
JOHN LOFFREDO, PE, COMMISSIONER

REQUEST FOR PROPOSALS (RFP)

**FOR FOOD SERVICE AND OPERATION OF
THE RATH BUILDING CAFETERIA,**

6TH FLOOR, 95 FRANKLIN STREET, BUFFALO, NEW YORK, 14202

A. PROPOSALS

Proposals are hereby requested for the subject project. Submit two (2) copies of your proposal to **John Loffredo, P.E., Commissioner of Public Works,**
45 Oak Street, Buffalo, New York, 14203,
on or before 2:00 p.m. on March 28, 2006.

The Proposals must be dated and titled: **"PROPOSAL FOR FOOD SERVICE AND OPERATION OF THE RATH BUILDING CAFETERIA"**

The Proposals shall not exceed twenty (20) pages in length, if printed on one side, or ten (10) pages in length, if printed on both sides, exclusive of sectional dividers; this requirement will be strictly enforced. The Proposal shall include a clear table of contents (which will not count against the maximum page count) addressing all the requirements of the RFP.

The Erie County Department of Public Works reserves the right to reject any or all Proposals. This invitation does not commit the Erie County Department of Public Works (hereinafter called DPW) to accept any Proposal and does not obligate the DPW for any costs associated with the preparation of Proposals.

The Erie County Department of Public Works reserves the right to review, comment and make modifications to the Proposals.

If you have questions regarding this RFP, please E-mail Mr. Gerard J. Sentz, PE at sentzg@erie.gov

B. EVALUATION

The Vendor Selection Committee will evaluate all of the Proposals to select a finalist. The Proposals will be comparatively evaluated based upon the requirements stated in the body of this RFP. The Committee will rank firms in accordance with the Committee's determination of which firm is most competent to provide the required services. The Commissioner of Public Works reserves the right to conduct interviews with any or all finalists, if he deems it necessary.

C. SITE CONFERENCE

A Site Conference can be arranged at the convenience of Erie County by contacting Gerard J. Sentz, PE at sentzg@erie.gov.

D. FINAL SCOPE OF SERVICES

The final Scope of Services will be negotiated with the successful Vendor. It should be noted that the Vendor will be selected on the basis of competence, qualifications, availability and a guaranteed payment. The guaranteed payment will be a monthly payment for the use and operation the Cafeteria and any other county owned facilities during the life of the contract. If contract terms can not be reached with the successful Vendor, the candidate ranked in second place will be invited in for contract negotiations.

E. BACKGROUND INFORMATION

We are providing the following material to assist the candidates in the preparation of their proposal:

- ✚ Floor Plans of the 6TH Floor Rath Building Cafeteria. (Exhibits "A")
- ✚ Inventory of food Service Equipment in the Cafeteria. (Exhibit "B")
- ✚ Standard County of Erie Insurance Certificate and Instructions. (Exhibit "C")

F. DEFINITIONS

In this RFP the term **"County"** refers to Erie County. The term **"Vendor or Firm"** refers to the companies of individuals submitting proposals. The **Cafeteria and Vending Area(s)** comprises: the dining areas, vending machine area(s), ware-washing area, kitchen/storage areas and any other county owned locations where food services are provided (as well as the equipment and furnishings used therein).

G. PURPOSE

This Request for Proposals (RFP) will result in Erie County being able to offer its employees who work in the Edward A. Rath Office Building and other buildings nearby with convenient and sensibly priced professional food service in appropriate locations. Visitors and guests may also use the Cafeteria, depending on building security policies to be determined.

H. PROPOSAL REQUIREMENTS

1. CONTACT INFORMATION

To facilitate communications regarding this RFP, please state clearly the following:

FIRM NAME:
CONTACT PERSON (NAME AND TITLE):
ADDRESS
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

2. PROJECT STATEMENT

A Project Statement is required of each Firm submitting a proposal. Each Firm should use this Statement to best describe its understanding of this RFP and its unique qualifications. The Project Statement shall not exceed two pages, one-sided.

3. PROPOSED SCOPE OF SERVICES

The following is a general framework of services to be provided by the Firm. However, services shall not be limited by this framework. Instead, the Firm must describe, in detail, its understanding of the scope services required by this project. Firms are strongly encouraged to use this section of the RFP to illustrate the uniqueness and quality of its food and services, and other qualities that would set it apart from all other vendors.

(1) GENERAL SCOPE OF SERVICES

1. The main food facility will be the 6TH Floor Rath Building Cafeteria, where food and beverages are prepared and/or served during regularly scheduled hours. The Cafeteria includes the following areas: food storage, preparation, serving, ware-washing and seating. Services will be predominantly offered at the Cafeteria. The County will provide space, utilities and non-expendable equipment (per attached inventory) for the Cafeteria. In addition, the County will provide for the food preparation area to be able to be secured after hours. The successful Firm will provide all management, labor, food and materials needed for the operation of the Cafeteria as well as any other ancillary equipment needed to provide the agreed upon final scope of services. For maintenance purposes, tables shall not be placed against the outer perimeter wall HVAC units, and be a minimum of 18” from said unit.
2. County employees will be allowed, if so desired, to consume pre-packed food (not purchased from the vendor) in the Cafeteria area.
3. Special group services will be available on request and in advanced arrangement with the Vendor. It is anticipated that County groups, on occasion, will request banquet services. Waitress services will be made available only on advanced reservation. Charges for this any other special services will be billed separately to the County group that requested them and arranged on a mutual basis between the Vendor and such County group.
4. Scullery: the use of disposable versus non-disposable utensils and chinaware shall be at the sole discretion of the Vendor.
5. Space: the County shall grant to the Vendor use of the Cafeteria. The County shall have final authority as to the use of dining areas for meetings and other gatherings outside of the cafeteria hours of operation. After such events, the County will clean area of any resulting refuse.
6. Food: the Vendor shall prepare and furnish at its own expense all food and beverages to be purchased in the Cafeteria.

- a. Lunch: Complete meals shall be served in addition to items to complement lunches brought from home by employees. The quality, portions, serving time, and prices shall be subject to mutual agreement between the County and the Vendor. Items to be served at the Cafeteria shall include, but not be limited to:
 - i. Soups.
 - ii. Hot dishes.
 - iii. Salads.
 - iv. Sandwiches.
 - v. Beverages: hot and cold.
 - b. County employees generally have two coffee breaks daily, one in the morning and one in the afternoon, though not at regularly scheduled times. The Vendor shall serve coffee, similar drinks and a variety of products to all customers. Price, quality and quantity shall be subject to approval by the County.
 - c. Dinners and banquets shall be served by the Vendor when requested by the County. The County will give reasonable notice (not less than 72 hours) of time of the dinner or banquet, the approximate number of people to be served (exact if possible) and the menu desired. Menu price and type of service shall be subject to mutual agreement between the County and the Vendor. No dinner or banquet shall be served unless requested by the County.
7. The Minimum Hours of operation for food services offered to employees in the Cafeteria are Monday thru Friday, inclusive 8:30 A.M. to 2:30 P.M. However, the County will consider alternative operation times.
8. The County will provide non-expendable equipment as outlined in Exhibit B accompanying this RFP. An inventory of this equipment will be furnished to the successful vendor. The Vendor shall be responsible for the maintenance and repair of the equipment provided by the County until such time the equipment becomes obsolete or unrepairable.
9. Any other non-expendable equipment that the Vendor deems necessary shall be provided by the Vendor at his own expense subject to the following:

- a. The equipment shall be subject to the approval of the County.
 - b. The equipment remains the property of the Vendor.
 - c. If the Vendor desires to replace any of the equipment furnished by the County, he shall do it at his own expense upon written approval of the County.
- 10. Any change of equipment or physical rearrangement of food service facilities shall be approved by the Commissioner of Public Works prior to implementation.
- 11. The County and the Vendor shall inventory non-expendable equipment annually. The Vendor shall replace items to amount and quality as originally provided. In the event that the contract is terminated, the Vendor shall inventory and replace items in the same amount and quality as originally provided prior to the termination date.
- 12. Garbage and refuse: the County shall provide the necessary service for the removal of garbage and refuse from the building truck dock. The Vendor shall bag all refuse and keep all garbage containers, and surrounding areas clean. Vendor shall carry trash to the truck dock.
- 13. Utilities: the County shall furnish, at no charge to the Vendor, local telephone service only, space, light, heat, electric power, and hot and cold water. Cable/Satellite TV will not be provided by the County.
- 14. Cleaning: the Vendor shall be responsible for regular maintenance and cleaning of all surfaces of the Cafeteria area with:
 - a. Cleanliness measures conforming to all local City, County, State and Federal health regulations. Decisions as to cleanliness shall be made by the County.
 - b. Sanitation measures including pest control.
 - c. Cleaning of all table tops and the floor of the dining space after each serving, and as necessary during serving so as to provide clean table space for all customers.
 - d. Arrangement of chairs so that they have a neat, clean and orderly appearance.

- e. Vendor shall wet mop daily the entire food service areas as scheduled with the Division of Buildings and Grounds.

15. Signs: the Vendor shall provide signs in conspicuous places, so that they may be observed while approaching the serving line. These signs shall list the items of food, prices and the hours of operation. Other than these, no signs, logos or advertisements shall be posted anywhere in the cafeteria area without the approval of the County.

16. Relationships:

- a. The Vendor, nothing herein withstanding, is an independent contractor to the County.
- b. The County reserves the right to control the usage of the Cafeteria areas therein.
- c. Except as otherwise provided in this RFP, the County shall have no direct control over the Vendor or the person assigned as Cafeteria manager.
- d. Employees of the Vendor, or others while engaged in performing any of the work or services required by the Vendor, shall not be considered employees of the County and shall not be entitled to workers compensation coverage, health insurance, or any other benefits from the County.
- e. Vendor shall maintain its own safety and personnel policies, and labor relations. Any rules concerning these matters or any other matters required by the County for the Vendor's employees will be furnished in writing.

17. Employees:

- a. Vendor shall provide enough employees to provide prompt service, efficiently and in a way satisfactory to the County.
- b. Employees must meet all requirements for health and cleanliness. All employees must be neat and clean at all times. Uniforms will be provided by the Vendor, subject to approval of the County. The County will issue ID's to all Vendor employees.

- c. The County reserves the right to have any employees removed from the cafeteria area permanently or temporarily for any reasonably stated cause and will notify the Vendor immediately upon doing so.
- 18. Inspection: the Vendor shall allow the County and all City and State authorities charged with the duty of inspecting the facilities, access to the premises at all reasonable hours for purposes of inspection.
- 19. Ordinances, Laws And Regulations: the Vendor shall comply with all local ordinances, laws and regulations pertaining to the operation contemplated herein. The Vendor shall apply for, pay for and obtain all permits and licenses as required for the operation contemplated herein.
- 20. Term, Renewal And Termination Of Contract: the term of the contract shall be for two years, with an option to extend this contract for one additional contractual period of two years.
- 21. Taxes: it shall be the Vendor's responsibility to pay all applicable Federal, State and other taxes and submit necessary reports as required.
- 22. Insurance: The successful Vendor shall provide the Erie County Department of Law with proof of insurance in accordance with the County of Erie Standard Insurance Certificate and Instructions (Column "E"). The Standard Insurance Certificate and Instructions are attached hereto as Exhibit "C".
- 23. Business Transactions of the Vendor in connection with this contract shall be conducted in its own name and not in the name of the County of Erie. The County shall be held harmless and in no way at any time be responsible for receipt, storage, or payment for any goods ordered by or purchased by the Vendor.
- 24. The Vendor, including personnel employed by or acting for Vendor, shall be considered as an independent contractor and not as an employee or agent of the County of Erie. The County shall not be liable for any losses suffered by the Vendor, including damage to Vendor owned equipment, pecuniary losses, theft, fire, accident, inventory loss or other.
- 25. Remodeling: Vendor, at his own expense, may renovate the areas to better serve the needs of the County and the Vendor. However, any and all changes to the space must be submitted to the Commissioner of Public Works by a NYS licensed Architect or Engineer for approval.

26. Indemnification. Vendor shall indemnify, defend and hold harmless the County and its agents, employees and representatives against all claims, losses, injuries, lawsuits or other disputes which result directly or indirectly from actions by the Vendor and/or its agents, employees and representatives.

(ii) PROFITS & PAYMENTS

A very important factor in determining the Successful Vendor will be the guaranteed monthly payment during the life of the contract. Thus, firms are encouraged to consider this aspect of their proposal very seriously. All profits realized from the operation of the Cafeteria will become the profit of the Vendor after the net guaranteed minimum fee is paid to the County. The fee will be payable to the County on a monthly basis due and payable by the 10th of the following month. If payment is not made by that date the County may terminate the contract and/or assess a late charge of 1% on a monthly basis until the fee is paid in full.

The Vendor must provide a statement addressing their proposed payments to the County. A schedule of guaranteed payments shall be provided if the payments vary throughout the contract term.

(iii) VENDING MACHINES

At the Vendor's option and desire, a separate section of the Proposal may be provided (which will not count against the Proposal's maximum page count) to supply vending machines on the 3rd and 6th floor of the Rath Building. Information in that section shall include the type of machines at each of the locations and a payment schedule to the County for those machines. **Award of the vending machines is separate from this RFP and may not necessarily be included with the award of the Cafeteria work.**

(iv) PROJECT SCHEDULE

The County has determined that time is of the essence in implementing food services. Therefore, the Vendor is required to provide a comprehensive schedule for commencing the services described in Section H(3) of this RFP. State your ability to fast track the implementation of proposed services and identify the tasks or groups of tasks in the schedule that could be overlapped towards an earlier completion.

A proposed opening date must be provided.

4. QUALITY ASSURANCE AND CONTROL

Quality control and assurance of professional food services will be of paramount importance. The selected Vendor must address its approach to quality control and assurance. A detailed discussion of the methodology to be used must be included.

5. MANPOWER COMMITMENT

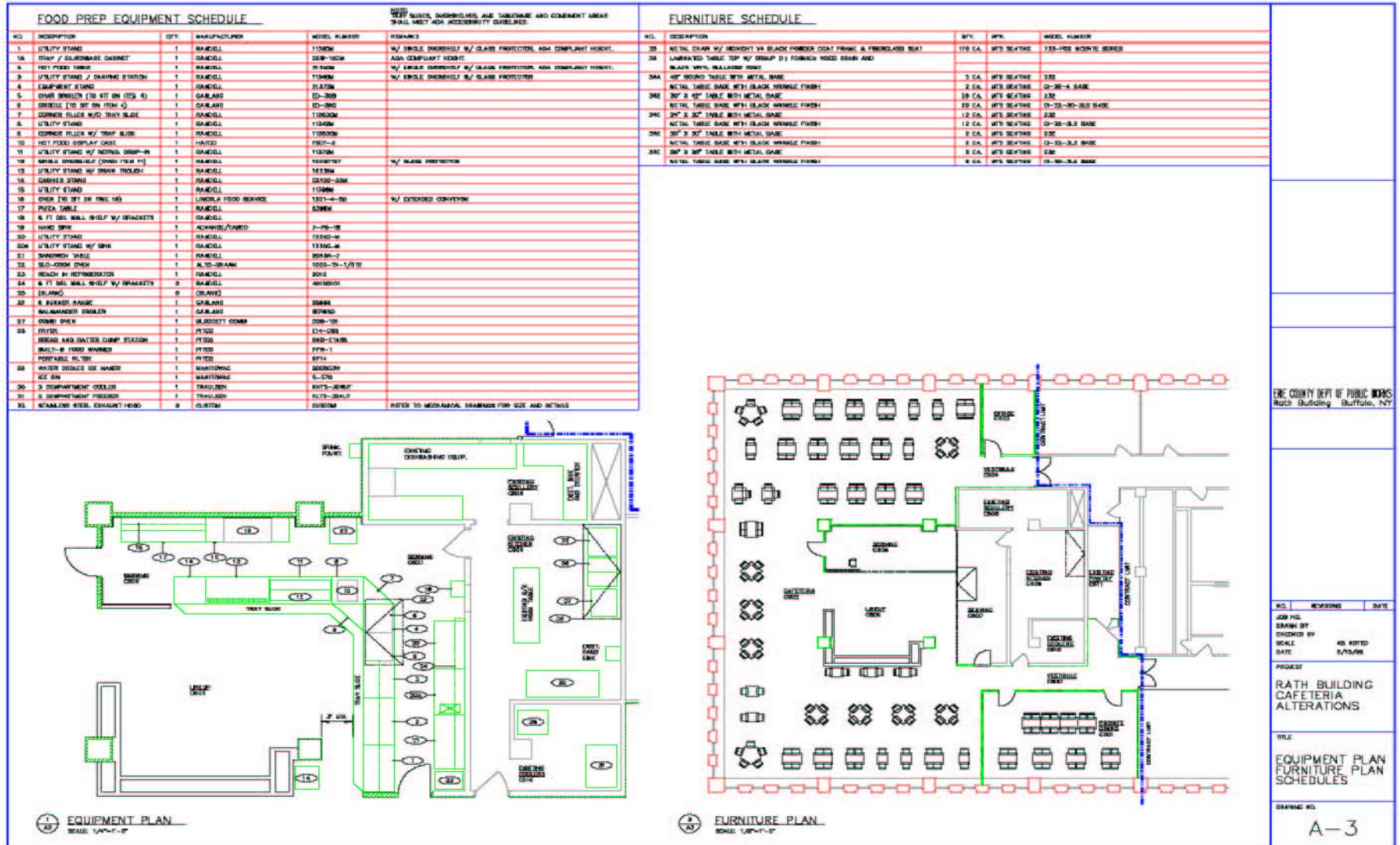
Provide a statement clearly indicating that the Vendor has the capacity to implement the services within your proposed schedules. List current or anticipated obligations, which will require manpower commitments.

6. REFERENCES

The Vendor is required to provide three project specific references based on relevant past experience. Please state the following information for every reference listed.

FIRM OR AGENCY NAME:
CONTACT PERSON (NAME AND TITLE):
ADDRESS
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

EXHIBITS "A": FLOOR PLAN, 6TH FLOOR RATH BUILDING CAFETERIA





NOV 30, 1999

INVOICE #413882-00

Project:
Rath Building

From:
BRUCE DUKE
Buffalo Hotel Supply
375 Commerce Drive
Amherst, NY 14228
(716) 691-8080 Fax: (716) 691-3255

To:
DEPT OF PUBLIC WORK
95 Franklin Street
Buffalo, NY 14202

Item	Qty	Description
1	1	STAND Randell Model No. 11360M Utility Stand as per quote 401986
2	1	CABINET Randell Model No. CSW103M Tray Cabinet as per quote 401986
3	1	HOT FOOD Randell Model No. 31360M Hot food table as per quote 401986
	1	WARR Warranty
4	1	STAND Randell Model No. 11348M Carving Stand as per quote 401986
5	1	STAND Randell Model No. 21372 M Equipment Stand as per quote 401986
6	1	CHARBROILER, COUNTER MODEL, ELECTRIC Garland Model No. ED-30B Charbroiler, Counter Model, Electric, 30" wide, stainless steel and black porcelain front, black powder coated epoxy sides

Buffalo Hotel Supply

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Rath Building

Item	Qty	Description	S
	1	Add'l 1 year ltd. warranty	
	1	208 volt, 3 ph	
7	1	GRIDDLE, COUNTER UNIT, ELECTRIC Garland Model No. ED-36G Griddle, Counter Unit, Electric, 36" wide, stainless steel and black porcelain front, black powder coated epoxy sides	
	1	Add'l 1 year ltd. warranty	
	1	208 volt, 3 ph	
8	1	FILLER Randell Model No. 11063CM Corner Filler as per quote 401986	
9	1	STAND Randell Model No. 11342M Utility Stand as per quote 401986	1
10	1	FILLER Randell Model No. 11066CM Corner Filler as per quote 401986	1
11	1	HOT FOOD DISPLAY CASE Hatco Model No. FSDT-2 Flav-R-Savor holding and display cabinet, 2-door, 4 tier circle w/ rack motor, with 6' cord and plug	1
	1	120 Volts, AC, 60 Hz, 1470 Watts, 12.3 Amps	
	1	4-Tier circle rack, standard	
12	1	STAND Randell Model No. 11372M Utility Stand as per quote 401986	4
	1	WARR Comp Warranty	
	1	WARR Labor Warranty	
13	1	SHELF Randell Model No. 1009CTST Overshelf as per quote 401986	
14	1	STAND Randell Model No. 16336M Urn Stand as per quote 401986	2

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Rath Building

Item	Qty	Description	\$
	1	Add'l 1 year ltd. warranty	
	1	208 volt, 3 ph	
7	1	GRIDDLE, COUNTER UNIT, ELECTRIC Garland Model No. ED-36G Griddle, Counter Unit, Electric, 36" wide, stainless steel and black porcelain front, black powder coated epoxy sides	
	1	Add'l 1 year ltd. warranty	
	1	208 volt, 3 ph	
8	1	FILLER Randell Model No. 11063CM Corner Filler as per quote 401986	
9	1	STAND Randell Model No. 11342M Utility Stand as per quote 401986	1
10	1	FILLER Randell Model No. 11066CM Corner Filler as per quote 401986	1
11	1	HOT FOOD DISPLAY CASE Hatco Model No. FSDT-2 Flex-R-Savor holding and display cabinet, 2-door, 4 tier circle w/ rack motor, with 6' cord and plug	1
	1	120 Volts, AC, 60 Hz, 1470 Watts, 12.3 Amps	
	1	4-Tier circle rack, standard	
12	1	STAND Randell Model No. 11372M Utility Stand as per quote 401986	4
	1	WARR Comp Warranty	
	1	WARR Labor Warranty	
13	1	SHELF Randell Model No. 1009CTST Overshelf as per quote 401986	
14	1	STAND Randell Model No. 16336M Urn Stand as per quote 401986	2

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Item	Qty	Description	
15	1	STAND Randell Model No. CS100-33M Cash Stand as per quote 401986	
16	1	STAND Randell Model No. 11396M Utility Stand as per quote 401986	
17	1	OVEN, COUNTERTOP, ELECTRIC Lincoln Food Service Model No. 1301/50 Oven, Countertop, Electric Conveyor, 50"	
	1	1341 Exit shelf - 12" Length	
18	1	TABLE Randell Model No. 8396M Pizza Table as per quote 401986	
	1	WARR Comp Warranty	
	1	WARR Labor Warranty	
19	1	SHELF Randell Model No. WSMT Wall shelf as per quote 401986	
20	1	HAND SINK Advance/Tabco Model No. 7-PS-18 Hand Sink, pedestal mounted base, 20" wide x 16" front-to-back x 8" deep, all stainless steel construction, w/splash mounted gooseneck faucet, soap dispenser, pedal valves	
21	1	STAND Randell Model No. 13360M Utility Stand as per quote 401986	
22	1	STAND Randell Model No. 13360M Utility Stand as per quote 401986	
23	1	TABLE Randell Model No. 9045K-7M Prep Table as per quote 401986	
	1	WARR Comp Warranty	
	1	WARR Labor Warranty	

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Item	Qty	Description	S
24	1	OVEN, SLO-COOK, ELECTRIC Alto-Shaam Model No. 1000-TH-I/STD Oven, Slo-Cook and Hold, Electric, double deck, standard depth, thermostatic controls, on casters, aluminum exterior with stainless steel doors	
25	1	REFRIGERATOR Randell Model No. 2010 One door reach in as per quote 401986	
	1	WARR Comp Warranty	
	1	WARR Labor Warranty	
26	1	SHELF Randell Model No. WSMT Wal shelf as per quote 401986	
27	1	RANGE, 36" RESTAURANT, ELECTRIC Garland Model No. SS686 Range, 36" Restaurant, Sentry Series, Electric, 6 high performance sealed element burners, two standard ovens, with 10" high backguard, all stainless steel exterior finish, 6" s/s legs	
	1	SER-686 Salamander Broiler, Sentry Series, Electric, Restaurant Range Match 34" wide broiler backplash, dual control Sun Ray elements, fixed position broiler rack, s/s construction, for 36" wide range	
28	1	OVEN/STEAMER COMBINATION Blodgett Combi Model No. COS-101 Oven/Steamer Combination, Electric, counter/stand model, cap. (10) 12" x 20" pans or (7) 12" x 20" x 2.5" pans, Glass door, Complete with 5 wire shelves, hose & spray assy and pressure spray bottle	10
	1	208v, 3 ph	
	1	Limited extended warranty, 1 year	
	1	ACS-31 Open stand, s/s, 31" high, 14 channels for use with COS-6 or COS-101	
29	1	FRYER, ELECTRIC Pitco Frialator Model No. K4F0201GBCK0002 Fryer, Electric, heavy-duty floor model, 42-50 lb. fat capacity, with digital solid-state control, countdown timer, boil out, melt cycle, stainless steel fry pot, stainless steel exterior, 16.5 KW	
	1	208V, 3ph	
	1	BNB-AG14N/FSS Bread and Batter Cabinet, fryer match design, approx. 16" wide, standard finish, stainless steel top and exterior, for non-filter system line-up	

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Rath Building

Item	Qty	Description	\$
	1	PFW-1 Built in foodwarmer, 750 watt	
	1	RP14 Fryer Filter, Mobile, low-profile design, with pump and hose assembly, 50 lb. fat capacity, all stainless steel, for use with all 7, 12 (floor), and 14 size fryers, reversible pump	
30	1	ICE MAKER, CUBE-STYLE Manitowoc Model No. QD-0603W Ice Maker, Cube-Style, water-cooled, self-contained condenser, up to 690-lb production/24 hours, stainless steel finish, dice size cubes	
	1	208-230V/60/1ph	
	1	S-570 Bin, Ice, w/top-hinged front-opening door, 400-lb ice storage capacity, for top-mounted ice maker, stainless steel exterior	
31	1	REFRIGERATOR, REACH-IN Traulsen Model No. RHT3-32WUT Refrigerator, Reach-In, Three-Section, Self-Contained Refrig System, stainless steel exterior and interior, standard depth cabinet, wide full-height doors, with exterior digital thermometer, 3/4 horsepower compressor	
	1	door hinging to be determined	
	1	115v/60/1ph, standard (nc)	
	1	add'l 4-year compressor warranty (net)	
	1	1-year service-labor warranty (STANDARD)	
32	1	FREEZER, REACH-IN Traulsen Model No. RLT2-32NUT Freezer, Reach-in, Two-Section, Self-Contained Refrig System, stainless steel exterior and interior, standard depth cabinet, narrow full-height doors, with exterior digital thermometer, 3/4 horsepower compressor	
	1	door hinging to be determined	
	1	208v/60/1ph	
	1	add'l 4-year compressor warranty (net)	
	1	1-year service-labor warranty (STANDARD)	
33	176	CHAIR Michigan Tube Seating Model No. 733FGS Vincentes series metal chair w/ midnight v-4 black powder coat frame and fiberglass seat	46 ecc. Sec. Rm 125 Price 176
34	1	TABLE TOP Michigan Tube Seating Model No. 232 Laminated Table top with group #1 formica woodgrain and black vinyl bullnose edge.	

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Item	Qty	Description	S
35	2	TABLE Michigan Tube Seating Model No. 48RD 48 " round table	2 - copy
	2	C1-36-4 Table base 30" x30" base spread w/ 4" diam column	
36	26	TABLE Michigan Tube Seating Model No. 3042RT 30" x 42" table top	9 - 600. 100 - 1000 17 - copy 26
	26	C1-2230-3LS Table base 22" x30" base spread w/ 3" diam column	
37	12	TABLE Michigan Tube Seating Model No. 2430RT 24" x 30" table top	1 - 600. 100 - 1000 11 - copy 12
	12	C1-22-3LS Table base 22" x22" base spread w/ 3" diam column	
38	2	TABLE Michigan Tube Seating Model No. 3030RT 30" x 30" table top	2 - copy
	2	C1-22-3LS Table base 22" x22" base spread w/ 3" diam column	
39	8	TABLE Michigan Tube Seating Model No. 3636RT 36" x 36" table top	8 - copy
	8	C1-30-3LS Table base 30" x30" base spread w/ 3" diam column	
			Tote
			Grand Tote

Buffalo Hotel Supply

County of Erie Standard Insurance Certificate



LAW-1 INS (Rev. 12/02)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

I		III Companies Affording Coverages	
Insured	Name	A	
	Address		
	Zip	B	
	Phone No.		
II	Name	C	
	Address		
	Agency Zip	D	
	Phone No.		

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Indicate Type of Insurance By Checking the Box		Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
Company Letter - from III above				Check the Box	Occurrence	Aggregate
	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage OR <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form OR <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage OR <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form OR <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional Insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the Insured, the issuing company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie Department of Law 69 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued	_____
	Auth. Representative	_____
	Firm name & address	_____

FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery or merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
 - A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
 - B. Coverage must comply with all specifications of the contract.
 - C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							INCLUDE
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess Umbrella Liab.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

* Construction contracts require excess Umbrella Liability limits of \$3,000,000.

** Snow removal contracts require evidence of broad form property damage.

*** In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

**** Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.

V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.